



Committee: Tewksbury Cable Television Advisory Committee
Location: Tewksbury MA Town Hall Time 10-11am

Date: 08-12-2016

Members & Staff present: Jayne Miller Chairwoman, Erin Kynff Co-Chairwoman, Donna Higgins Clerk

Meeting Motions / Actions and Summary of Discussions:

- Defined committee structure/titles noting that additional members to include Joan Unger and Steve Sadwick Community Development Director. Committee meetings and other community visitations are scheduled pending confirmation of availability.
 - 08-25-16 7PM - Cable Vision Committee (CVC) status review
 - 09-16-16 11AM - CVC with Rich Montuori
 - 09-30-16 11AM - CVC with Joe Dermody
 - 10-14-16 11AM - CVC other community visitation
 - 10-28-16 11AM - CVC other community visitation
 - 11-18-16 11AM - CVC other community visitation
 - 12-09-16 11AM - CVC other community visitation
 - 01-20-17 11AM – CVC other community visitation
 - 01-27-17 11AM – CVC other community visitation
- Jane will reach out Town Manager Rich Montuori to provide documentation by next week regarding current cable licensing/agreement between Board of Selectman and the franchisee (Comcast, Verizon). She will also create an analysis tool to track committee progress.
 - a) Review to include what has been going on in recent years, what are the financials, how much have we gotten from providers in past 10 years, what are the challenges from the providers?
- Jane will reach out to Joe Dermody to get a write-up current performance of the public access channel.
 - a) Of the 3 channels currently used - what are the programming times, do we know who/how many subscribers are watching, what equipment is being used and what resources could he provide to assist us. What is the involvement with Town Council and applicable by-laws?
- Research how other Communities operate and meet with their local access programming providers; (Andover, Billerica, Brookline, N. Reading, Reading and Wilmington)
- Based upon research done prior to EOY 2016, a survey monkey and/or charrette will be done in January 2017 to receive and evaluate citizen suggestions concerning local cable access service
- Make a recommendation to the Board of Selectmen regarding the future structure and operation for community access television services. Target draft April 2017 with final date June 2017

Minutes from the Tewksbury Cablevision Advisory Meeting were reviewed and final approval on 09-16-16.